

Department of Children & Families  
JOB OPPORTUNITY  
Clinical Nurse Coordinator (General)  
Norwalk

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Norwalk

**Job Posting No:** KS45052CN

**Hours:** 37.50 per week, 1<sup>st</sup> shift, Monday - Friday

**Salary:** \$59,675.00 - \$80,803.00

**Closing Date:** 5/07/13

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**The primary functions of this position include but are not limited to the following:** The Department of Children and Families is currently recruiting for a Clinical Nurse Coordinator (General). This position is responsible for consulting, identifying and monitoring the healthcare and dental needs of children and youth in DCF care are being met. This position also assists with analysis and data gathering into the mechanism, timing and nature of questionable injury sustained by children who are part of a physical abuse/neglect investigation. The ideal candidate would possess a combination of pediatric and psychiatric experience.

**Examples of duties:** Writes clinical program objectives, policies, procedures and manuals; conducts client health assessments; develops, implements and reviews client health care plans; participates or chairs client centered interdisciplinary teams; interviews client; accompanies client on visits to treatment programs or placement settings; follows up on client care in community programs to assure client in least restrictive environment; assures continuity of care to prevent recidivism; applies for financial aid for client through Department of Social Services; maintains records of client progress or failure after placement; develops community health resources and provides on-going consultation and monitoring of services; acts as a resource person to staff and community; prepares reports and statistical summaries; may clinically supervise direct care staff in execution of clinical programs; may develop and conduct in-service educational programs for staff and families; may perform recordkeeping functions; performs related duties as required.

**Knowledge, Skills and Abilities:** Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for clients and their families in institutional and community oriented settings as related to parenthetical title; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills.  
**For Clinical Nurse Coordinator (General):** Knowledge of nursing principles and clinical therapeutic models of patient and/or client care with emphasis on interdisciplinary team approaches as related to parenthetical title.

**General Experience:** Candidates must possess a minimum of three years of professional nursing experience. One year of the general experience must have been at the level of Head Nurse. All with a Connecticut nursing license who meet the general and special service requirements are encouraged to apply.

**Special Experience:** One (1) year of the General Experience must have been at the level of Head Nurse working with the type of clients indicated by the parenthetical title.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's Degree in a health care field related to one of the disciplines in the Special Experience may be substituted for one (1) additional year of the General Experience.

**Preference will be given to candidates that possess the following:** Experience working with children and adolescents is preferred, direct experience providing evidenced based treatments

preferred. Preference will be given to candidates with experience in utilizing trauma (psychologically based) informed practice, working in the local service area, and neuroscience of early childhood development and children with complex medical needs.

**Special Requirements:**

1. Incumbents in this class must possess and retain a license as a registered nurse in Connecticut.
2. Incumbents in this class may be required to travel.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three letters of professional references from current and/or previous supervisors (State employees must submit their last two service ratings instead of reference letters), and a CT-HR-12 Application for Employment to:

**Department of Children & Families**  
**100 Fairfield Avenue**  
**Bridgeport, CT 06604**  
**Attn: Kathy Simard,**  
**Human Resources Employment Specialist**  
**kathy.simard@ct.gov**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.